



COMDTINST 1500.24
MAR 9 2000

COMMANDANT INSTRUCTION 1500.24

Subj: COAST GUARD TUITION ASSISTANCE (TA) PROGRAM

Ref: (a) Training and Education Manual, COMDTINST M1500.10B
(b) Coast Guard Institute Publication 10460/1560B

1. PURPOSE. This Instruction establishes policy and procedures for the management and execution of the Coast Guard Tuition Assistance Program.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and chiefs of special staff offices at Headquarters shall ensure compliance with this Instruction.
3. DIRECTIVES AFFECTED. Any policy and guidelines concerning TA in references (a) and (b) are hereby superceded.
4. DISCUSSION. The Coast Guard TA program is designed to assist eligible personnel in their professional development by providing funding for off-duty voluntary education courses to broaden their academic or technical background. Tuition assistance is not intended to be used to meet unit specific operational training requirements. The management of the TA program was centralized at the USCG Institute in December 1997. It is supported by a consolidated tuition assistance processing system managed by the Naval Education and Training Professional Development and Technology Center (NETPDTC). The USCG Institute approves the TA and issues a TA Authorization Form (CGI Form 1560, enclosure (1)). The applicant provides the TA Authorization Form to the academic institution during registration and the institution, in turn, invoices (NETPDTC) for payment. (NETPDTC) also manages the TA computer database, posting of grades, and makes payment to the academic institutions. A flow chart of the TA process is provided as enclosure (2). Eligibility and benefits are standardized service-wide for active duty, appropriated civilian employees and reserve members of team Coast Guard. Tuition assistance shall be paid up-front for coursework that follows the traditional semester time

MAR 9 2000

period (less than 18 weeks). Courses that are longer than 18 weeks in length such as web-based, correspondence or other distance education programs, will be reimbursed upon successful completion by the member. All courses shall be related to Coast Guard missions or to the individual's career and professional development.

5. ELIGIBILITY.

- a. Enlisted members must have 12 months remaining on their active duty contracts or Selected Reserve obligation upon completion of the course. Members may execute an extension or reenlistment to meet the minimum service obligation. Members affected by High Year Tenure (HYT) are exempt from this requirement and will provide documentation of HYT when submitting TA requests.
- b. Officers must agree not to request release, separation, retirement or termination of selected reserve status for 12 months after completing a course.
- c. Civilian employees must have at least 12 months of prior, continuous government service to be eligible for TA and agree to retain employment with the federal government for 12 months after completing the course.

6. TUITION.

- a. Tuition for approved high school completion programs shall be fully funded for personnel who have not been awarded a high school or equivalency diploma.
- b. College courses (graduate or undergraduate) shall be paid at 75 percent of the cost of an institution's tuition for each course. The maximum payable per semester hour is \$187.50, or \$125 per quarter hour. The maximum amount payable per individual per year is set annually by Commandant (G-WT) for active duty personnel, civilian employees and reserve personnel (reservists who are on extended active duty shall be eligible for the active duty cap if one year of obligated service remains on their contract upon completion of the course).
- c. Vocational Technical programs are terminal degrees or certificate programs that prepare individuals for specific occupational specialties. Credits earned through vocational technical programs will generally not transfer to collegiate degree programs. Courses measured in semester hours or quarter hours are subject to the same cap as collegiate courses. Some vocational technical courses are measured in clock hours. The maximum TA payable per clock hour is currently \$12.50. This correlates to the semester hour cap in paragraph 6.b.
- d. Direct expenses for instruction such as laboratory, studio, shop fees and supplies may be included in the computation of education expenses covered by the 75 percent limitation for off-duty education provided these costs are based on specific fees or charges customarily levied by educational institutions and directly tied to the course for which the fee is required. Reimbursement of expenses authorized by this subparagraph is intended to cover costs incurred for use of equipment and for consumable supplies, which will be expended over the duration of the course. It shall not cover the cost of tools, protective or other equipment, manuals, or textbooks that become the property of the student. In cases where flat fees are charged which include nonconsumable items, the institution must furnish an internal cost breakdown of the total cost of the course. Only that portion of the fee that meets the use and consumable criteria will be eligible for TA reimbursement.

Examples of fees not authorized for TA are: entrance or enrollment fees (unless these fees are identified by the school as "fees in lieu of tuition"); record-maintenance fees; student activity fees; course registration fees; textbooks; nonconsumable materials; assembled items available commercially such as computers, televisions, robots and fees for flight time, flying lessons, or noncredit aviation classes.

- e. Developmental courses may be authorized if required by the institution prior to taking a freshman level course. Many colleges require a developmental course in Math, English and reading if the applicant has been out of school for several years. Applicants shall be informed that these courses are not transferable.
- f. The established maximums for tuition assistance are subject to annual funding. Budget allocations may cause further adjustments to annual funding levels

7. LIMITATIONS.

TA shall not be authorized for:

- (1) any course for which the applicant is receiving assistance under any other Federally funded program where such a payment would constitute a duplication of benefits from the Federal Treasury. In cases where Federal grant monies are credited to the institutional student's accounts, the credited portion may not be calculated in the TA application. The TA will be calculated after grants, scholarships, fellowships have been subtracted from the cost of tuition. The only exception is the application of Pell Grants. The Pell Grants are needs based and therefore may be used by the student to defray any educational related expense. For example, if the sum of allowable TA plus a Pell Grant exceeds the tuition and related instructional cost, then the TA should be applied first and the Pell Grant should be used for books, supplies, and fees. If Pell Grant funds remain after these expenditures, then those funds may be available for childcare and transportation in accordance with the terms of the Federal Pell Grant Program.
- (2) audited courses.
- (3) funds obligated across fiscal years. Separate applications must be submitted for courses beginning in different fiscal years. The class starting date determines the fiscal year to be used (except for distance learning courses).
- (4) courses previously completed (where a grade "D" or better was received).
- (5) physical education and or recreation courses unless these courses are required by the institution for degree completion or the applicant is a candidate for a degree with a major in physical education or recreation.
- (6) applicants in a duty-under-instruction status where the applicant's educational fees are being paid through another Coast Guard program.
- (7) undergraduate students whose average GPA is less than 2.0 (on a 4.0 scale) on the previous 12 semester hours completed under TA.
- (8) graduate students whose academic average on the previous 12 semester hours or equivalent taken under TA is less than a grade of "B".

MAR 9 2000

- (9) a second degree at the same educational level (i.e., if the applicant already has an associates degree, TA shall not be authorized for another associates). Exceptions shall be authorized when the second degree is clearly related to the individual's rate and the USCG mission.
- (10) courses resulting in continuing education units (CEUs).
- (11) applicants who are receiving TA from another military service when assigned to that installation for duty would not be eligible to receive TA through the Coast Guard s simultaneously.

8. ACCREDITATION AND SCHOOL SELECTION.

- a. Accreditation is a non-governmental process that gives public recognition to institutions that meet certain published standards of academic and administrative quality. Accreditation helps assure the public about the quality of the institution. Accrediting agencies are recognized by the U. S. Department of Education to accredit on-campus and distance learning programs found at the high school, associate, baccalaureate, masters and doctorate level. When selecting an academic institution, ensure proper accreditation by referring to institutions recognized in the United States by either the National, Regional or Professional Institutional Bodies. If an institution is not accredited by one of these bodies, the course is not eligible for TA. To confirm accreditation of a college, Education Services Officers (ESOs) are strongly encouraged to contact either the registrar or dean of admissions at the institution.
- b. Courses may be taken in resident at a local college or university or via distance education. It is preferred that the Continental United States (CONUS) institutions have regional accreditation for collegiate work as regional accreditation provides for greater transferability of credits. The majority (over 4,500) of institutions in the United States are regionally accredited.
- c. Distance education courses will be accredited by the Distance Education and Training Council (DETC) and listed in *The DANTES Catalog of Nationally Accredited Distance Learning Programs* or *The DANTES Independent Study Catalog*.
- d. Vocational/technical courses will be rate-related and approved by the national recognized accrediting commission.
- e. VOTEC and DETEC courses are not required to lead to a college degree to be eligible for tuition assistance. Courses accredited by DETEC and listed within the Defense Activity for Non-Traditional Education Support (DANTES) catalogue are the only vocational technical distance learning courses authorized for tuition assistance.
- f. A list of schools used most frequently is distributed annually to command Education Services Officers (ESO's) by the USCG Institute.

9. APPLICATION PROCEDURES.

- a. TA is intended as an advance to help defray out-of-pocket tuition expenses. Requests for TA must be submitted and approved **before** class registration deadline.

MAR 9 2000

- b. Specific application procedures and a copy of the Application for Off-Duty Assistance (CG Form 4147) are included in enclosure (3).
- c. Applicants are responsible for prompt submission (at least ten working days before the date required by the school) of a properly completed Application for Off-Duty Assistance Form (CG Form 4147).
- d. Prior to signing the form, applicants shall read page two, it contains the *Statement of Agreement/Understanding* in which the applicant agrees to follow the established guidelines and to repay the money if the course is not satisfactorily completed.
- e. All applicants are advised that until they are in receipt of a properly signed TA Authorization Form (CGI Form 1560, enclosure (1)), approval of TA cannot be assumed.
- f. Reimbursement will only be authorized for distance learning courses requiring 18 weeks or longer to complete, or in unique situations where mission requirements preclude submission of the application prior to course convening.
- g. Command approval to enroll in off-duty education courses is required to use TA and is validated by the signature of the Commanding Officer (CO), ESO or designee in block 13 of the TA application. The signature in block 13 signifies that the course meet the requirements contained in this instruction and shall normally be completed by the ESO.
- h. The command ESO is responsible for interfacing with the USCG Institute and the academic institution. Applicants are encouraged to consult with their ESO for help in locating an accredited program suited to their interests that will allow attainment of their personal and professional goals.
- i. Properly completed forms will be faxed to the CG Institute at (405) 954-7249. The fax machine is automatic and available 24 hours a day
- j. Checklists for use by applicants (enclosure 4) and ESOs (enclosure 5) are provided as assistance in completing the tuition assistance process.

10. REGISTRATION AND THE TA AUTHORIZATION FORM.

- a. The CG Institute issues the TA Authorization Form (enclosure 1) to the applicant when the course is authorized. The applicant takes this form to the institution at the time of registration.
- b. Applicants frequently find that the course in which they wish to enroll is full, cancelled, or otherwise not available at the time of registration. The member may select an alternate course.
 - (1) If the cost of the course is the same or less than the authorized course, the applicant annotates the correct information (Department Code, Course Number, Title, and cost), submits the original to the academic institution, and mails a copy of the annotated authorization form to the address on the bottom of the form (NETPDTC).
 - (2) If the cost of the course increases, the applicant annotates the correct information on the form and faxes the form to the CG Institute for reauthorization. The changes will be entered and a new authorization form issued to the applicant.

MAR 9 2000

- c. The academic institution accepts the TA Authorization Form and invoices the address on the form for payment. Institutional representatives with questions concerning payment may call the USCG Liaison at NETPTDC at (850) 452-1182/1293. Applicants shall not submit invoices they have received from the institution to NETPTDC for payment. In this situation, the ESO shall intervene with the institution and advise school officials of the process for invoicing for payment.
- d. To withdrawal from the course after applicants start a class there is a time frame established by the institution (usually the first week or so) where the student can withdraw from the class without penalty. Students who officially withdraw through the institution's registrar will receive a refund of the monies paid for the class and the USCG will not be billed for the class. In this case, applicants will mark "CANCEL" on the TA Authorization Form and mail the form to the Navy at the address on the bottom of the form. Applicants who do not take the responsibility of officially withdrawing and earn a "F" will be required to repay the government.

11. REIMBURSEMENT.

- a. Distance education courses where the institution allows the applicant more than 18 weeks to complete the course will be reimbursed after the member successfully completes the course. Applications, which are not filed in the 90-day after the course completion will not be considered for reimbursement. To apply for reimbursement, applicants shall submit the following paperwork:
 - (1) CG Form 4147
 - (2) copy of grade report
 - (3) copy of receipt showing fees paid by applicant
 - (4) an extract from the institution's catalog listing tuition charges
 - (5) address where the check is to be mailed
- b. Distance education courses where the institution requires course completion in 18 weeks or less shall be paid prior to the class convening. Documentation from the institution is required and shall be submitted with CG Form 4147.
- c. In situations where applicants are unable to submit their TA request prior to starting class, the applicant may apply for reimbursement. The applicant shall submit a letter to the CG Institute via their Commanding Officer requesting reimbursement and stating the reasons for the waiver request. A strong endorsement from the Commanding Officer will be required for consideration (the endorsement shall not be signed by the ESO except in those situations where the CO is the ESO). The only situation in which a waiver will be automatically authorized is when it is clearly documented that the applicant's command or unit was involved in an operational mission which precluded a normal submission. In addition to the written request and command endorsement, applicants will submit the paperwork identified in paragraph 11.a. In any situation, applications must be submitted within 90 days after course completion. Incomplete applications will be returned unprocessed and will not provide grounds to waive the 90 days submission requirement.

MAR 9 2000

12. GRADES AND CERTIFICATES.

- a. The final part of the process is to submit the grade reports to the USCG Liaison at NETPDTC for entry into the database. The grade report will be mailed to the:

Commanding Officer
NETPDTC N8115 (USCG Group)
6490 Saufley Field Road Pensacola, FL 32509-5241

(Grade reports should not be faxed as fax copies may not be legible.) The institution may report the grades but the applicant is ultimately responsible for ensuring the grades are submitted.

- b. Grades shall be reported not later than 60 days after the course ending date. When grades are not reported, the applicant will be locked out of the TA system until the grades are received.
- (1) If the grades are not posted within 60 days of course completion, NETPDTC will send a letter to the applicant.
 - (2) If the grades are not received within 90 days of course completion, NETPDTC will send a letter to the applicant's commanding officer.
 - (3) If the grades are not posted within 120 days, collection actions will be initiated in accordance with the USCG Pay and Personnel Procedures Manual.
- c. Individuals who receive an incomplete ("I") in a course shall have six months from term end date to finish course requirements and receive a passing grade.
- d. In cases where the applicant does not complete the class or receives a failing grade the member shall repay the amount paid by the USCG as soon as possible and not later than 60 days after the course completion date

13. TA RESOLUTION.

- a. Applicants shall resolve their indebtedness to the government as soon as possible. Monies that are repaid are returned to the USCG account and reallocated. The check or money order shall be payable to the US Treasury and mailed to the address in 12.a. The Tuition Assistance Resolution/Indebtedness Response Letter used for this purpose is (enclosure 6).
- b. An individual who is discharged prior to completing the one year service obligation shall repay all costs incurred by the Coast Guard with the exception of those individuals who:
- (1) are involuntarily discharged for reason of Convenience of the Government in connection with a reduction in force.
 - (2) are separated or retired by reason of physical disability, illness, injury, or other impairment incurred in the line of duty and not due to misconduct; or hardship discharged.

MAR 9 2000

14. RESOURCES.

a. USCG Institute

- (1) CG Institute's Program Manager for TA - (405) 954-7236. ESOs should call to clarify policy issues.
- (2) CG TA Hotline - 1-(888) 532-8257 (888-53-bucks). Members may call to resolve problems.
- (3) CG Institute's Fax number - (405) 954-7249.
- (4) CG Institute homepage on standard workstation III:
<http://www.uscg.mil/dotinfo/uscg/hq/cgi>.

b. USCG/Navy Liaison

- (1) ESOs institutional representatives may call (850) 452-1293 concerning payment to Institutions. ESOs students may call concerning receipt of grades.
- (2) USCG/Navy Liaison's Fax number - (850) 451-1149. Do not fax grade reports if content is lightly printed or otherwise unclear.
- (3) Mailing address:

Commanding Officer
NETPDTC N8115 (USCG Group)
6490 Saufley Field Road
Pensacola FL 32509-5241

15. FORMS AVAILABILITY. Coast Guard Institute Form, CGI Form 1560, TA Authorization Form and Coast Guard Form, CG Form 4147, Application for Off-Duty Assistance, are available from the US Coast Guard Institute. The Coast Guard Form, CG Form 4147, Application for Off-Duty Assistance, is also available in JetForm Filler on SWIII, and from the Information Management (G-SII) homepage at <http://www.uscg.mil/hq/g-s/g-si/g-sii/sii.htm>.

/s/ R. D. SIROIS

Director of Reserve and Training

- Encl: (1) *TA Authorization Form*, CGI Form 1560
(2) Flow Chart of TA Process
(3) *Application for Off-Duty Assistance*, CG Form 4147
(4) TA Checklist - Applicant
(5) TA Checklist - ESO
(6) Tuition Assistance Resolution/Indebtedness Response Letter

MAR 9 2000

CGI FORM 1560 (10/97)

TUITION ASSISTANCE AUTHORIZATION

SSN: _____

NAME: _____

SCHOOL CODE: 1516A

INSTITUTION: ST PETERSBURG JUNIOR COLLEGE

ENROLLMENT INFORMATION

TERM DATES:	START:	12-MAY-99	END:	21-JUN-99
COURSE	TITLE	HOURS	GOV SHARE	STU SHARE
PHI 1603	APPLIED ETHICS	2	\$68.76	\$22.92
PSY 1012	PSYCHOLOGY	3	\$103.14	\$34.38
TOTAL	5	\$171.90	\$57.30	

I hereby authorize release of my grades to the US Navy. I understand it is my responsibility to ensure grades are submitted and non-receipt of grades will prohibit additional tuition assistance.

Applicant's Signature_____
Phone

CGI 199902287

03-MAY99

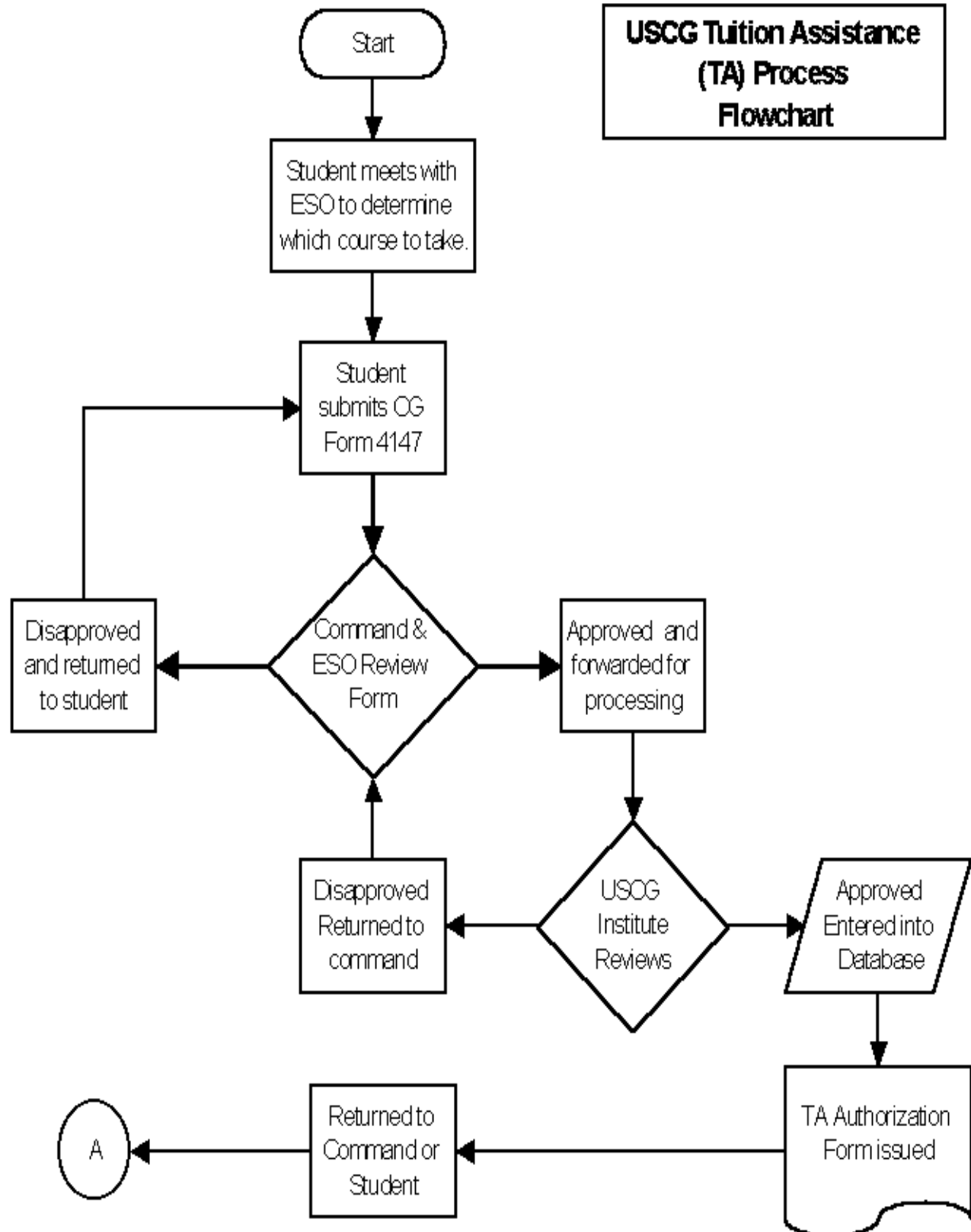
AUTHORIZATION NUMBER DATE AUTHORIZE SIGNATURE OF USCG PROGRAM MANAGER

THE PURPOSE OF THIS FORM IS TO ADVISE THE STUDENT AND THE SCHOOL THAT THE COURSE (S) LISTED ABOVE IS APPROVED FOR PAYMENT AND THE PROCESS FOR INVOICING THE USCG. THE STUDENT IS TO TAKE THIS FORM TO THE SCHOOL.

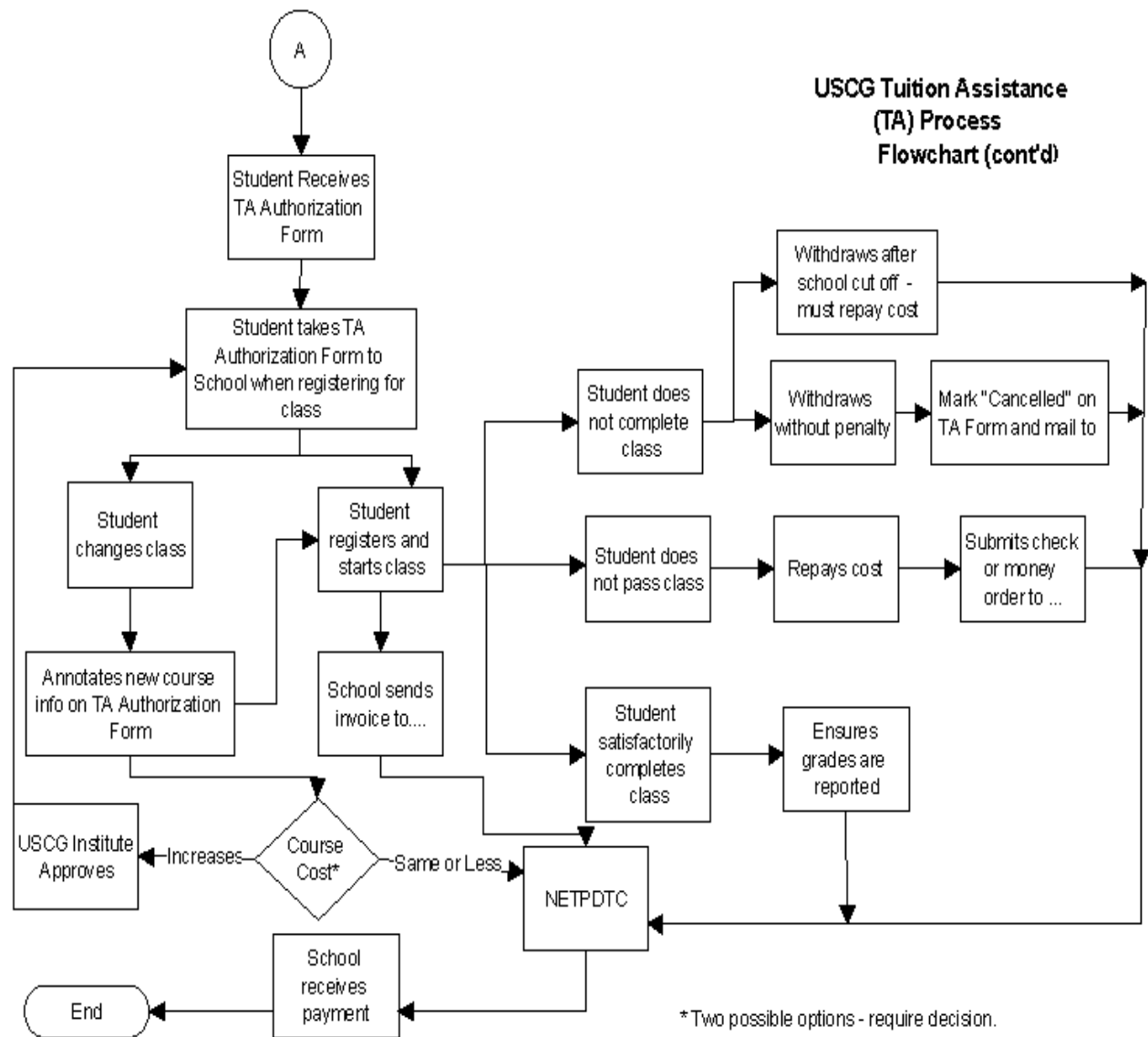
THIS FORM IS TO BE RETURNED TO THE ADDRESS SHOWN BELOW IF IT IS CANCELED OR AMENDED IN ANY WAY. SHOW ACTION TAKEN ON THE RETURNED FORM. FAILURE TO DO SO MAY RESULT IN A COLLECTION ACTION AGAINST THE STUDENT, VIA THE COMMANDING OFFICER.

SCHOOLS SHOULD SEND INVOICES AND GRADES TO THE ADDRESS SHOWN BELOW:

COMMANDING OFFICER
NETPDTC N8115/COAST GUARD GROUP
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5241



:



MAR 9 2000

APPLICATION FOR OFF-DUTY ASSISTANCE(See Page 2 for Privacy Act Statement and
Statement of Agreement/Understanding)

1. Last Name, First Name, MI	2. SSN	3. Rate/Rank	4. Expiration date of enlistment (YYYYMMDD).	5. Years Service
6. Institution (full address, including ZIP and School Code)			7. Upon completion of this course will you receive a degree? <input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Location of class. Place # in box: <input type="checkbox"/>		9. Your immediate educational goal. Place # in box: <input type="checkbox"/>		
1. On Base 3. Distance Learning 2. Off Base		1. HS Diploma 4. BS 2. VoTch 5. MS 7. Professional Degree 3. AA 6. PHd		
10. Eligibility to participate in VA Programs. Select One Only (Place # in box) <input type="checkbox"/>				
1. Vietnam Era 3. Montgomery GI Bill 2. VEAP 4. ETAP 5. None				

11

ENROLLMENT INFORMATION

COURSE		COURSE TITLE	COURSE LEVEL					UNIT			TUITION COSTS		DATE					
DEPT.	NO.		HIGH SCHOOL	CERT	DIV		GRAD	HOURS			PER UNIT	PER COURSE	STARTED			COMPLETED		
					L	U		#	S/O	CLK			YR	MO	DA	YR	MO	DA

12. I request tuition assistance (TA) in the amount authorized with the understanding that I will pay all additional costs (*additional tuition, fees, books, etc.*) incurred over and above the amount authorized. I understand that the USCG share will vary depending on the limits established in COMDTINST 1500.24, Coast Guard Tuition Assistance (TA) Program, Sec. 6. I have read, understand, and will comply with all the provisions on page 2 of this application. I will not request release from the U S Coast Guard for 12 months after completion of this course.

APPLICANT'S SIGNATURE	WORK PHONE / FAX NUMBER	DATE
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COMMAND CERTIFICATION

13. I CERTIFY that the applicant is assigned to this activity and that his/her anticipated duties will allow for the completion of the course(s) listed in #11 above. I CERTIFY that this course is either career, rate (applicable to a degree) or mission related.

Signature of CO, ESO or Designee	Date
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Print the following: CO, ESO or Designee's name, E-mail address, Phone and Fax numbers

14. COMMAND ADDRESS

MAR 9 2000

PRIVACY ACT STATEMENT

Under the authority of 5 USC 301, the personal data on page 1 of this form is requested in order to process your request for off-duty tuition assistance. Your social security number will be used for identification. The office responsible for processing tuition assistance forms will retain this information. It will not be divulged without your written authorization to anyone other than Coast Guard or school personnel involved with the administration of the off-duty tuition assistance program. You are not required to provide this information. However, failure to do so will result in your not being considered for tuition assistance.

STATEMENT OF AGREEMENT/UNDERSTANDING

My signature under block 12 on page 1 of this application for tuition assistance indicates that I have read, understand, and will comply with each of the provisions listed below:

1. I will apply for Coast Guard off-duty assistance prior to the beginning of the course, if the course length is 18 weeks or less. Applications must be submitted to allow sufficient time for processing and for return by the approval authority prior to the date of registration. If the course for which tuition assistance is requested is longer than 18 weeks in length, the application must be made within 90 days of course completion.
2. I must pay any costs beyond the amount authorized. Refer to COMDTINST 1500.24, Coast Guard Tuition Assistance (TA) Program, Sec. 6, for **limits** on amounts authorized (share payable by the Coast Guard).
3. I will remain on active duty or in the selected reserve for 12 months after completion of this course. Civilian employees agree to remain employed with the federal government for one year after completion of the requested course(s).
4. I have not obligated the Coast Guard to pay for this course. If this request is not granted I realize that I am responsible for **all** costs associated with this course.
5. I will submit a grade report to the designated agency for the course(s) for which tuition assistance has been granted. Failure to do so will result in making me ineligible for future tuition assistance. If I receive an academic failing grade or withdraw from the course for which tuition assistance has been authorized, I will arrange with the approval authority to reimburse the Coast Guard in full.
6. I understand that Coast Guard tuition assistance cannot be authorized for any course for which I receive assistance in whole or in part under other provisions of law where the payment would constitute a duplication of benefits from the Federal Treasury. A similar limitation exists on educational assistance from the Veterans Administration. Therefore, I certify that I have neither received, nor will I request, Veterans Administration education benefits for the course(s) for which Coast Guard subsidy is requested.

FORM COMPLETION INSTRUCTIONS

1. Block 6: All schools must have a School Code. Get the Institute School Code List from the ESO or USCG Institute homepage.
2. Block 11: Under "UNIT HOURS"
 - "#" equals number of hours
 - "S/Q" indicate (S) for semester and (Q) for quarter hours
 - "CLK" check the box, if measured in clock hours

POLICY GUIDANCE FOR THE COAST GUARD'S OFF-DUTY TUITION ASSISTANCE (ODTA) PROGRAM IS CONTAINED IN COMDTINST 1500.24. REFER TO THIS INSTRUCTION FOR A FULL EXPLANATION OF THE POLICY AND PROCEDURES FOR OFF-DUTY TUITION ASSISTANCE.

MAR 9 2000

TA CHECKLIST - APPLICANT

Applicant

Use the following checklist as a guide for obtaining tuition assistance.

- _____ Consult with your Education Services Officer to locate the programs and courses of interest to you and for assistance in completing the application (CG Form 4147).
- _____ Ensure that the institution is properly accredited. Accreditation should be listed in the institution's catalog.
- _____ Fifteen days before the class registration, complete Coast Guard Form 4147. The form is available from the following locations: (a) Coast Guard Institute; (b) JetForm Filler on Standard Workstation III; and the (c) Office of Information Management (G-SII) homepage at <http://www.uscg.mil/hq/g-s/g-si/g-sii/sii.htm>. Note the following when completing the form:
 - **Block 7** indicate "Yes" if this is the applicant's last course required to receive a degree
 - **Block 9** indicate educational goal.
 - **Block 11** must be filled in completely. For vocational technical courses measured in clock hours indicate the number of clock hours of the course in the column labeled "clk."
 - **Block 12** include the fax number where the TA authorization form is to be transmitted.
 - **Block 13** needs to be certified by the CO, ESO or designee
 - **Block 13** include the e-mail address, phone and fax numbers of the ESO.
- _____ Carefully read the instructions on Page 2 of the form, then sign the form.
- _____ Deliver the completed form to your ESO for her/his signature at least 12 days before the course registration deadline. Retain a copy for your records and follow-up if you have not received the TA Authorization Form a few days before the registration.

Enclosure (4) to COMDTINST 1500.24

MAR 9 2000

Take the TA Authorization Form to the college when you register.

_____ If you **change courses** and the cost is the same or less, pencil in the changes on the Authorization Form and send it to:

Commanding Officer
NETPDTC N8115 (USCG Group)
6490 Saufley Field Road
Pensacola, FL 32509-5241

_____ If the cost increases, pencil in the change on the TA authorization form and refax it to the CG Institute for authorization.

_____ When you complete the course and receive a final grade, mail a copy of the grade report to:

Commanding Officer
NETPDTC N8115 (USCG Group)
6490 Saufley Field
Pensacola, FL 32509-5241

Some colleges will mail your scores to NETPDTC automatically, but you should consult the registrar's office for verification. Remember it is ultimately the applicant's responsibility to ensure the grades are posted.

MAR 9 2000

TA CHECKLIST - ESO

ESOs

Review the application closely and ensure that it is **properly completed** prior to accepting the form.

- **Review** title of course requested. If vocational technical course, ensure the course is rate related
- **Block 6** include the school code from the USCG Institute School List. (This list is distributed annually by the CG Institute.) If not review the instruction and ensure that the institution is properly accredited.
- **Block 13** sign the form if so designated by the Commanding Officer or forward to the appropriate official for signature.
- **Block 13** make arrangements to have the ESO review the form and verify accuracy of information provided.
- **Block 13** include the e-mail, phone and fax number of the ESO.

_____ Fax the completed form to the CG Institute, (405) 954-7249 10 working days before the class registration date.

_____ Return the TA Authorization Form to the applicant.

MAR 9 2000

TUITION ASSISTANCE RESOLUTION/INDEBTEDNESS RESPONSE LETTER

From:

To: Commanding Officer, Naval Education and Training Professional Development and
Technology Center (N8115)

Subj: TUITION ASSISTANCE INDEBTEDNESS IN THE CASE OF

NAME _____ SSN _____

Ref: (a) TA Authorization Document Number _____

1. The following action has been taken to resolve the tuition assistance indebtedness incurred by reference (a):
 - a. A money order in the amount of \$ _____ accompanies this document.
 - b. A passing grade is submitted with this document.
 - c. A waiver request approved by my Commanding Officer has been forwarded to the
USCG Institute.

SIGNATURE